CATALYST

Web-based Reporting System

Washington State Department of Health

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Community **A**ction on **T**obacco ev**AL**uation s**YST**em

Presentation Objectives

- Share WA's experience in developing a web-based reporting system
- Briefly discuss system functionality/purpose
- Share resources with other states

CATALYST Purposes

Primary

- Provide standardized reporting of program outputs to WA DOH from local school, community, and tribal programs (for comparison with local surveillance data)
- Enhance contract management

Secondary

- Facilitate collaboration among local programs
- Increase "institutional memory" within organizations
- Decrease the burden, and increase usefulness of reporting for local programs

Phased Development

- Phase I – Contract Management
- Phase II – Activity Evaluation
- Phase III – Enhancements

Development Timeline

- Fall 2000 – Development begins
- June 2001 – Phase I statewide trainings
- January 2002 – Phase II Release
- July 2002 – Second year of data collection
- Fall 2002 – Second round of statewide trainings

System Specifications

System

- SQL server 7.0

- Active server pages

- VB, Java Scripting & Stored Procedures

User

- Developed for PC/I.E. 5.5 & Mac/Netscape 6.0

Current System Users

- About 175 users across the state
  - State staff (up to 10 users, both monitoring and reporting)
  - State level contractors (3 contractors)
  - Local health, community orgs (30-40 contractors)
  - Schools (9 contractors, with 296 "subcontractors")
  - Washington tribes (22 contractors)
- Three system administrators

What is web-based system administration?

Allows for rapid response, flexibility, and customization to meet users needs

- Manage user logins and passwords
- Populate dropdown menus with standardized lists
- Manage toolbar options
- Set securities for system access
- Update system welcome messages
- Add surveys and tracking tools
- Link to external websites

DOH enters all Users

- Contractor Organizational Name
- Contractor type
  - Community
  - School
  - Tribe
  - Statewide contractor
- Once an organization is "in", they can have a contract assigned for as many years as necessary

What information does CATALYST collect from users each year?

- Contact Information
- Contract Specifics
- Work Plan
- Outputs/Events
- Subcontract Information
- Pre/Post Test Results
- Tracking Information

First, DOH Creates Contracts

- Contract Dates
- Record of funding amounts
- Estimate % allocation/objective
- Contract Amendment notes
- Lock workplan

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CONTRACT

The Basics ←

Contract Status ✓

Objectives ✓

Previous
Next
Save

Contractor: Adams County Health District

Contract Year: FY 01-02

Contract #: C08634

Contract Region: ADAMS

Start Date (mm/dd/yyyy): 07/01/2001

End Date (mm/dd/yyyy): 06/30/2002

Contract Manager: Wiedemann , Tom

FTE Allocations

Contact: - select -   FTE %: [   ]   New   Update

Delete   **Contact**   **FTE %**

☐   Karen G Potts   100 %

Start | America ... | Exploring ... | Microsoft ... | CATAL... | 5:58 PM
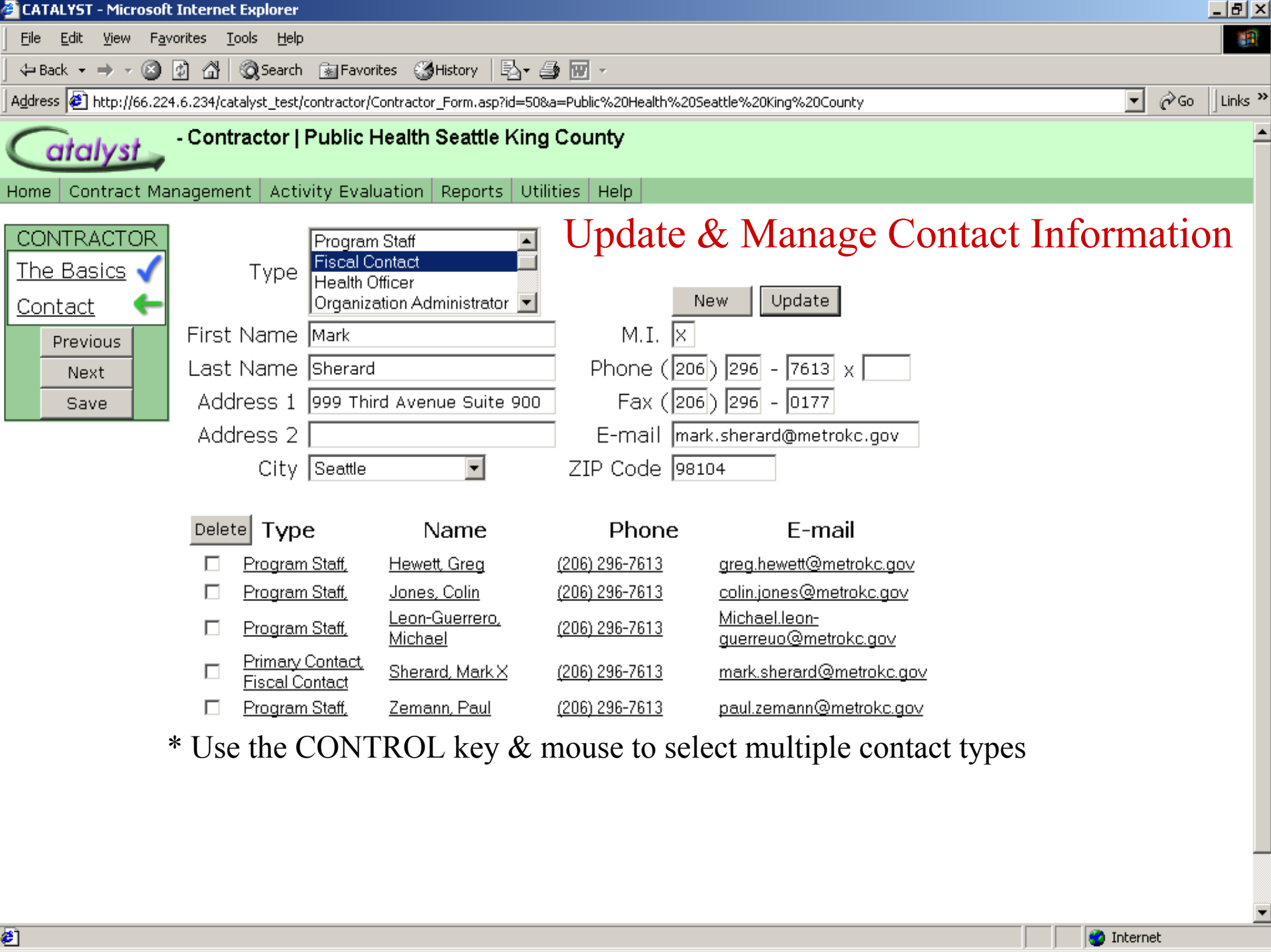
Users Add Contact Information

- Agency Address
- Individual contact info for all tobacco FTEs – existence of the contact meets DOH requirements for dedicated staff
- Multiple contact types
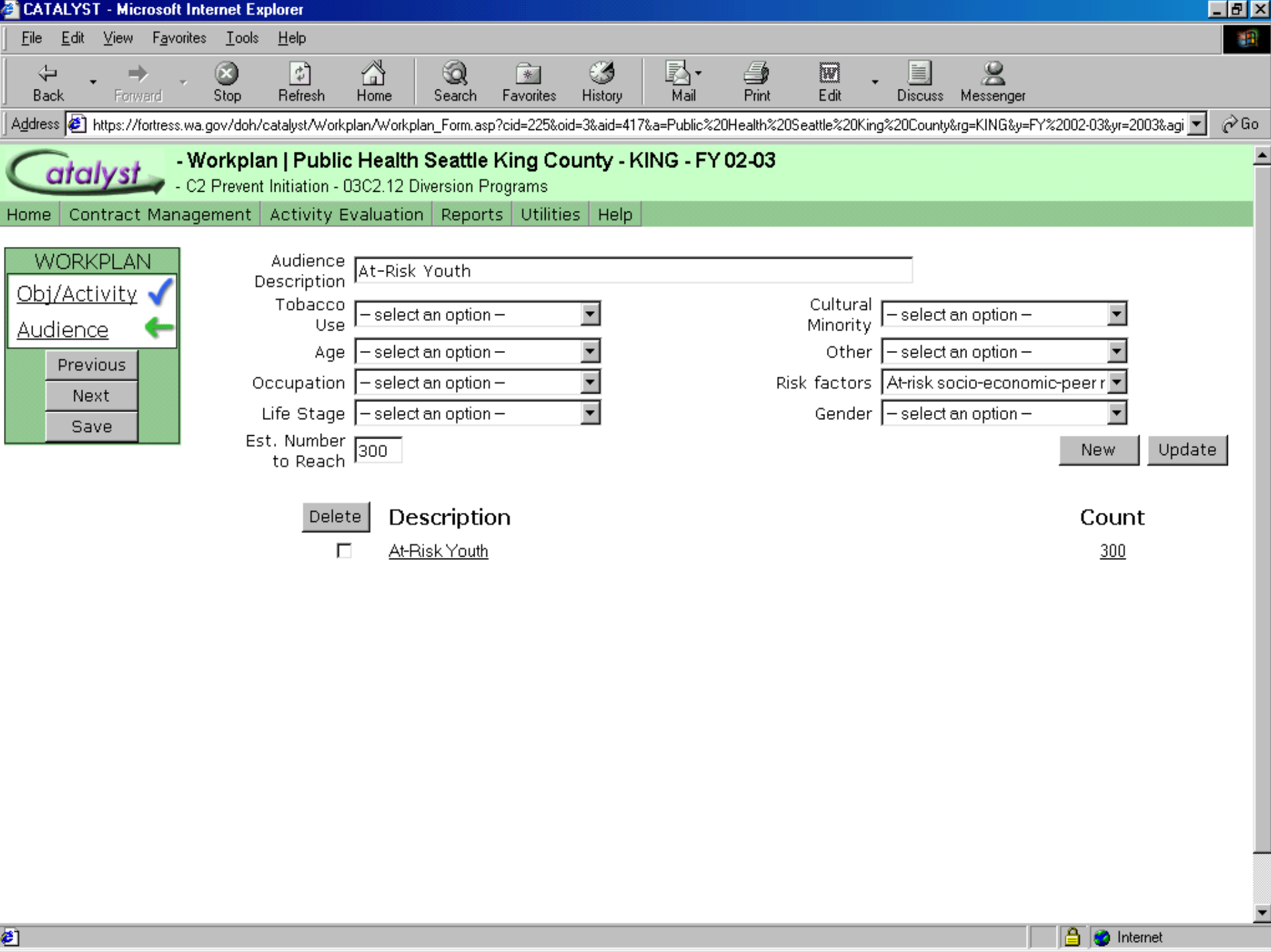- Primary contact appears on planned activity reports

Catalyst - Contractor | Public Health Seattle King County

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Update & Manage Contact Information

CONTRACTOR

The Basics ✓

Contact ⟵

[Previous]
[Next]
[Save]

Type: [Program Staff / Fiscal Contact / Health Officer / Organization Administrator]

[New] [Update]

First Name: Mark   M.I.: x
Last Name: Sherard   Phone: (206) 296 - 7613 x
Address 1: 999 Third Avenue Suite 900   Fax: (206) 296 - 0177
Address 2:   E-mail: mark.sherard@metrokc.gov
City: Seattle   ZIP Code: 98104

Delete	Type	Name	Phone	E-mail
☐	Program Staff,	Hewett, Greg	(206) 296-7613	greg.hewett@metrokc.gov
☐	Program Staff,	Jones, Colin	(206) 296-7613	colin.jones@metrokc.gov
☐	Program Staff,	Leon-Guerrero, Michael	(206) 296-7613	Michael.leon-guerreuo@metrokc.gov
☐	Primary Contact, Fiscal Contact	Sherard, Mark X	(206) 296-7613	mark.sherard@metrokc.gov
☐	Program Staff,	Zemann, Paul	(206) 296-7613	paul.zemann@metrokc.gov

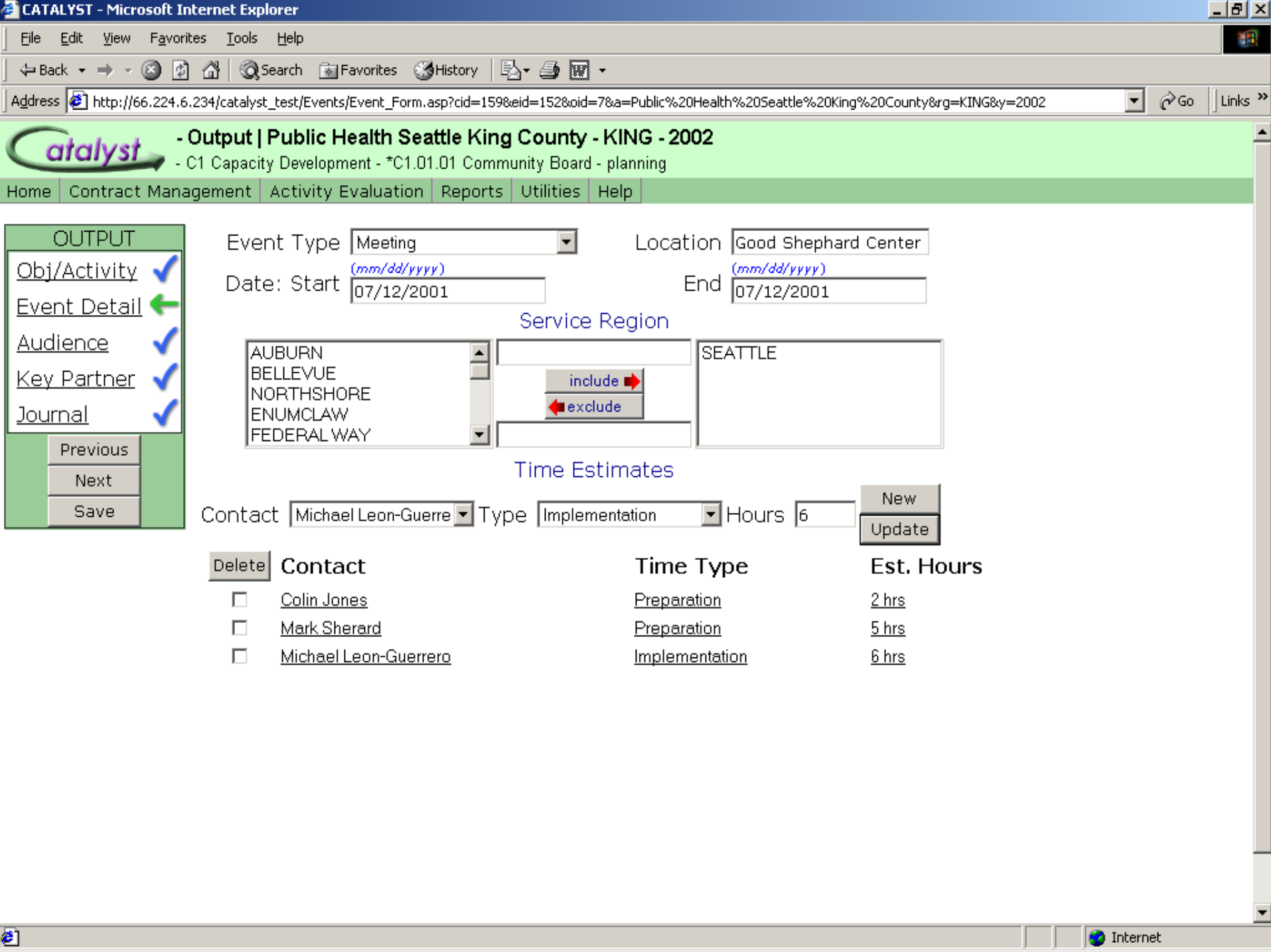* Use the CONTROL key & mouse to select multiple contact types

Users Enter a Workplan

- Workplan report replaces paper version "Statement of Work" for contracts with DOH
- Once approved, workplan locked by DOH
- Planned activities accessible by other users
- *Workplan workbook* developed as a guide for creating a workplan using standardized activity lists

File Edit View Favorites Tools Help

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Address https://fortress.wa.gov/doh/catalyst/Workplan/Workplan_Form.asp?cid=225&oid=3&aid=417&a=Public%20Health%20Seattle%20King%20County&rg=KING&y=FY%2002-03&yr=2003&agi   Go

catalyst - Workplan | Public Health Seattle King County - KING - FY 02-03
- C2 Prevent Initiation - 03C2.12 Diversion Programs

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WORKPLAN

Obj/Activity ✓

Audience ⬅

Previous

Next

Save

Audience Description	At-Risk Youth		
Tobacco Use	– select an option –	Cultural Minority	– select an option –
Age	– select an option –	Other	– select an option –
Occupation	– select an option –	Risk factors	At-risk socio-economic-peer r
Life Stage	– select an option –	Gender	– select an option –
Est. Number to Reach	300		New Update

Delete	Description	Count
☐	At-Risk Youth	300

Users Report Outputs

- Report on Workplan Activities
- Quantitative / Qualitative
- Report on Unplanned activities
- Key Partners
- Event Details
- Historical Journal

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← Back ▾ → ⊗ ⊠ ⌂ | ⊕Search ⊞Favorites ⊛History | ⊟▾ ⊜ ⬜ ▾

Address ⬜ http://66.224.6.234/catalyst_test/Events/Event_Form.asp?cid=159&eid=152&oid=7&a=Public%20Health%20Seattle%20King%20County&rg=KING&y=2002 ▾ ⊘Go   Links »

Catalyst - Output | Public Health Seattle King County - KING - 2002
- C1 Capacity Development - *C1.01.01 Community Board - planning

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OUTPUT

Obj/Activity ✓
Event Detail ⟵
Audience ✓
Key Partner ✓
Journal ✓

Previous
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Event Type [Meeting ▾]   Location [Good Shephard Center]

Date: Start *(mm/dd/yyyy)* [07/12/2001]   End *(mm/dd/yyyy)* [07/12/2001]

Service Region

AUBURN		SEATTLE
BELLEVUE	[ ]	
NORTHSHORE	include ➡	
ENUMCLAW	⬅ exclude	
FEDERAL WAY	[ ]	

Time Estimates

Contact [Michael Leon-Guerre ▾] Type [Implementation ▾] Hours [6]   New   Update

Delete	Contact	Time Type	Est. Hours
☐	Colin Jones	Preparation	2 hrs
☐	Mark Sherard	Preparation	5 hrs
☐	Michael Leon-Guerrero	Implementation	6 hrs

⬜ Internet

Users Attach Survey Data

- 17 standardized surveys in CATALYST
- Surveys linked to activities in CATALYST
- Activity evaluation reports allow for quick access to survey data and generate frequencies and percents
- Data download feature enables transfer to statistical package for further analysis

File   Edit   View   Favorites   Tools   Help

Back   Forward   Stop   Refresh   Home   Search   Favorites   History   Mail   Print   Edit   Discuss   Messenger

Address https://fortress.wa.gov/doh/catalyst/Activity_Evaluation/Survey_Data_Entry_Form.Asp   Go

Participant: Survey: Compliance Check Form   Survey Date: 08/28/2002   Location: kitsap county

Enter Question Results | Next Section | Previous Section

1) Date of check:

[   ]   *(mm/dd/yyyy)*

2) Time of check:

[   ]

3) Adult Only Venue (bar, lounge, membership club – where youth must be over 18 to enter)?

○ Yes   ○ No

4) Is this a required Synar compliance check?

○ Yes   ○ No

5) Type of Business

○ Convenience Store (small store, "Mom-n-Pop grocery")

○ Conveniece Store/Gas Station (Texaco Starmart)

○ Gas Station Only

○ Restaurant (Outside Lounge/Bar Area)

○ Bar/Lounge (Stand-alone, or within a Restaurant)

○ Grocery Store (Safeway, Albertson's)

○ Pharmacy/Drug Store (Rite Aid, Payless)

○ Department Store (Wal-Mart, Fred Meyer)

○ Tobacco Discount Store (Smoke-4-Less, Cigarettes Cheaper)

○ Other (Costco/Price Clubs, Country Clubs/Resorts)

Done   Internet

Anyone Can Run a Report

- 25 reports currently in CATALYST
- Selection criteria gives users the ability to query each report in a variety of ways
- Planned activity reports and Contact reports can be viewed by anyone with a login
- Users can only view their own "actuals" for themselves and/or subcontractors, but DOH staff can see everything

Local Questions:

- What was our experience with a particular activity – how many served, and where?
- What are other contractors that "look like me" doing in their workplans?
- What activities have targeted cultural minorities?
- How much time/value has a particular partner contributed during a certain time period?

State Questions:

- How are we doing at accomplishing the activities in our workplans? (can we pay the invoice?)

- How many school programs are working with Life Skills?

- What is a particular contractor doing overall or in a particular area?

- How is our funding distributed overall?

Summary of WA Experience

- Standardized data to track program implementation, locally and statewide – instantly
- Progress toward better communication among local programs
- Progressing toward improved contract management
- Improved focus on evaluation issues among all partners
- Helps larger local programs to track subcontractor activities
- Enables targeted outcome-based evaluation of a few activities (youth diversion, TATU, storefront advertising)

We're sure glad we….

- Had tons of involvement from stakeholders in development – included them as part of the team

- Had lots of money available

- Had lots of administrative and technical support within our agency

- Had creative, enthusiastic, workaholic staff support in DOH and among CATALYST team

- Had constant cheerleading from program staff working with contractors

Future Directions for WA

- Quality improvement for system data – especially qualitative data

- Continued engagement of local partners to enhance and improve the system

- Providing more interpretive reports: Summarization of activity implementation statewide, regionally, by contractor type, and among specific population groups

What about my state?

- CATALYST is free (public domain)
- Your state's tailored frameworks can be entered
- Unless you have a big budget and staff capacity don't start from scratch
- We're interested in collaboration with other states
- Cost savings over time

There's plenty of work left…

- CATALYST programming language could be used as the basis for an entirely different reporting framework

- Partnership does not mean dropping any current processes

- You probably can't overestimate the amount of stakeholder work that needs to be done *forever*

CATALYST Support Network

- Project Lead
- Project Manager
- Full-time technical support person
- 3 state contract managers
- CATALYST hosted by DOH-DIRM
- 1 programmer
- Evaluation staff to ensure data quality

Training & Support

- Training, reference materials, and copies of standardized tools available through the CATALYST User Support-Contractors Tools Web link
- DOH has a full-time staff member who has technical support as her #1 priority
- Ongoing trainings offered for new staff or new users
- DOH maintains a user listserv

Making Modifications

- Code available to agencies moving toward web-based reporting

- License agreement

- Costs include hosting, modifications, maintenance, implementation

THANK YOU

For more information on CATALYST please contact:

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